

ARTISTS IN RESIDENCE PROGRAM / MULTI-RESIDENCY
EXHIBIT A
PROJECT DESCRIPTION AND BUDGET

Contract Number: _____ Name of Contractor: _____

PROJECT DESCRIPTION (As in application):

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BUDGET (See Reverse for Instructions)

Personnel Expenses	Job Title	Rate of Pay	CAC Award	Applicant Cash Match (Do not over match)
1. Artists' Fees	_____	_____	\$ _____	
	_____	_____	\$ _____	
	_____	_____	\$ _____	
	_____	_____	\$ _____	
	_____	_____	\$ _____	
Subtotal			\$ _____	\$ _____
2. Project Administration and Support Staff	_____	_____	\$ _____	
	_____	_____	\$ _____	
	_____	_____	\$ _____	
	_____	_____	\$ _____	
	_____	_____	\$ _____	
Subtotal			\$ _____	\$ _____
3. Other Project Costs			\$ _____	\$ _____
4. TOTAL BUDGET			\$ _____	\$ _____

PROJECT BUDGET INSTRUCTIONS

- A minimum of 75% of the total budget (CAC funds plus the cash match) must be paid to artists for residency activities.
- A dollar-for-dollar match, per category (artists; project administration and support staff; project costs), is required.
- No in-kind or non-cash match is allowed.
- Other funds awarded by or anticipated from the CAC cannot be used as matching funds for this grant.
- For all personnel expenses indicate a rate of pay (per hour, week, project, etc.) Budgets without an indicated rate of pay will not be approved for funding.
- Budget should reflect the CAC funded and matched portion of the residency, not the total project budget, if larger.

1. Artists Fees

- Use the spaces provided to show fees paid for residency artists, performances, and guest artists.
- Indicate the rate of pay.
- Enter the subtotal for artists' fees.
- Match the subtotal for artists' fees.
- Payments to artists to perform administrative duties should be shown under Project Administration and Support Staff (Category #2).

RESIDENCY ARTISTS

Fees paid to residency artists that are in the proposal. Includes preparation time and contact time teaching their art form to participants.

PERFORMANCES

Residency artists' participation in residency related recitals, performance, and/or demonstrations.

GUEST ARTISTS

Artists providing single or limited time workshops or performances to residency participants.

2. Project Administration and Support Staff

- In the spaces provided list salaries, wages, fees and benefits to be paid for people to administer this project.
- Include only those portions of personnel costs that will be expended on this project.
- Indicate the rate of pay.
- Enter the subtotal for project administration and support staff fees.
- Match the subtotal for project administration and support staff fees.

PROJECT COORDINATOR

As named in Section B of the application.

TECHNICAL / PRODUCTION

Includes management and staff who will provide technical services for this project, i.e., technical directors, stage managers, stage hands, wardrobe, lighting and sound crews, video and film camera operators, editors, engineers, technicians, etc.

OTHER ADMINISTRATIVE PERSONNEL

This category includes other personnel such as bookkeepers, clerks, and secretaries.

3. Other Project Costs

- This category includes supplies, rentals, and travel related to the residency project.
- No capital expenditures (permanent equipment, buildings, building improvements) or purchases of food are allowed.
- Enter the subtotal for Other Project Costs.
- Match the subtotal for Other Project Costs.

SUPPLIES

May include art supplies, administrative or office supplies, or production materials.

RENTALS

May include space, equipment, business machines, etc.

TRAVEL

The CAC will fund in-state travel only.